

APPLICATION FOR TENNESSEE TEACHING LICENSE OR AMENDMENT TO LICENSURE

PART 1 TO BE COMPLETED BY APPLICANT

Last Name	First Name	Middle/Maiden	Telephone Number		
Email Address	Social Security #	Reference Number	Date of Birth	*Race	*Sex
Street/P.O. Box	City		State	Zip Code	

Name/Address Change

**Optional- statistical information only*

Provide a notarized copy of the marriage license, divorce decree, or court order that has generated the legal name change.

PLEASE READ CAREFULLY BEFORE SIGNING

Answer the following questions if you have **NEVER** held a Tennessee Teacher License or Permit:

1. Have you ever been convicted of a felony (including a conviction or plea of nolo contendere)? ☐ YES ☐ NO
2. Have you ever been convicted of the illegal possession of drugs and/or narcotics? ☐ YES ☐ NO
3. Have you ever falsified or altered documentation required for licensure? ☐ YES ☐ NO

Signature _____ Date _____

Answer the following questions if you have **EVER** held a Tennessee Teacher License or Permit (since the Tennessee License or Permit was last issued or renewed):

1. Have you been convicted of a felony (including a conviction or plea of nolo contendere)? ☐ YES ☐ NO
2. Have you been convicted of the illegal possession of drugs and/or narcotics? ☐ YES ☐ NO
3. Have you falsified or altered documentation required for licensure? ☐ YES ☐ NO

Signature _____ Date _____

ARE YOU A VETERAN?

☐ YES (See important information regarding Troops to Teachers program available @ www.proudtoserveagain.com) ☐ NO

- ☐ APPLICATION FOR INITIAL TEACHING LICENSE (Apprentice Teacher, Apprentice Special Group & Beginning Administrator)
- ☐ APPLICATION FOR NON-PUBLIC SCHOOL TEACHING LICENSE (employment verification required)
- ☐ APPLICATION FOR AMENDMENT TO ADD ADDITIONAL ENDORSEMENT AREA(S) TO TEACHING LICENSE
- ☐ APPLICATION FOR AMENDMENT TO SHOW ADDITIONAL DEGREE/EDUCATION TO TEACHING LICENSE (check one of the following)
- ☐ Master's Degree ☐ Education Specialist
- ☐ Master's Degree plus 30 semester hours ☐ Doctorate Degree

ADVANCE FROM ALTERNATIVE TYPE "A" TO FULL TEACHING LICENSE (Apprentice or Out of State)

- ☐ Completed application from approved in-state recommending college/university.
- ☐ Verification of two years successful teaching experience on the Alternative Type "A" license.

(Praxis scores must be submitted to advance)

- ☐ Designated Institution Score Report submitted by college/university, or ☐ directly from ETS.
- ☐ All official transcripts that have not previously been submitted.

ADVANCE FROM INTERIM TYPE "B" TO FULL TEACHING LICENSE (Apprentice or Out of State)

(Praxis scores must be submitted to advance)

- ☐ Designated Institution Score Report submitted by college/university, or ☐ directly from ETS.

ADVANCE FROM ALTERNATIVE TYPE "C" or TYPE "E" TO FULL TEACHING LICENSE (Apprentice)

- ☐ Documentation signed by the college certification officer verifying completion of the professional education component of an approved teacher education program.
- ☐ Verification of two years of successful teaching experience on the Alternative Type "E" License with a positive recommendation from the local school system. OR (one year on the Alternative Type "C" license)
- ☐ Official transcripts from all colleges/universities attended. All transcripts that have not previously been submitted to the Office of Teacher Licensing must be included.
- ☐ Passing scores on all appropriate Praxis Exams, including the PLT and all required specialty area tests
- ☐ Designated Institution Score Report submitted by college/university, or ☐ directly from ETS.

CONVERT MY TENNESSEE TEACHING LICENSE TO A SCHOOL SERVICE PERSONNEL LICENSE (Speech/Language only)

- ☐ Copy of transcript reflecting Masters in Speech/Language Pathology.

TENNESSEE DEPARTMENT OF EDUCATION

Office of Teacher Licensing
4th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, Tennessee 37243-0377
(615) 532-4885

PART II TO ADD ADDITIONAL ENDORSEMENT AREA (MUST BE COMPLETED BY INSTITUTION)

For Additional Endorsement Indicate: (To be added to current Tennessee Teacher License)

1. Additional Endorsement Title _____ 3. Date of Completion _____
2. Endorsement Code _____ 4. Hours Completed _____
Certification Officer Signature _____ Institution _____

Part III APPROVED PROGRAM (MUST BE COMPLETED BY INSTITUTION)

A. APPROVED PROGRAM (Initial License) single/multiple endorsements

1. Program(s) Completed _____
2. Endorsement Code(s) _____
3. Date of Completion _____

B. PRACTICAL EXPERIENCE (for program completion)

_____ Enhanced Student Teaching Semester _____ Internship (full-year)(Teacher License)
_____ Teaching Experience in lieu of student teaching _____ Practicum/Internship (Administrative or
(verification of teaching experience must be enclosed with application) Special Group License)

C. PRAXIS REQUIREMENTS (Official Praxis scores must be enclosed with this application)

Note: The Office of Teacher Licensing will accept the Designated Institution Score Report submitted by the college/university or scores sent directly from ETS

_____ ETS was provided Social Security # by applicant and requested to send scores directly to Tennessee Department of Education **OR**
_____ Designated Institution Score Report enclosed.

INSTITUTION RECOMMENDATION:

D. I certify that the above stated individual is at least 18 years of age and possesses good moral character. This applicant has satisfactorily completed the approved teacher education program including practical experience in the specific area(s) of endorsement, has the NTE/PRAXIS test scores meeting minimum license requirements, and is recommended as having adequate teaching competencies in the certified area.

Degree(s)	Date Degree(s) Conferred	Recommending Institution

Signature of Dean of Education

Date

Signature of Certification Officer

Date

Application must be accompanied by **A COMPLETE SET OF OFFICIAL TRANSCRIPTS** documenting the recommendation for licensure.

ENDORSEMENT TITLES AND CODES

Administrator Beginning PK-12 (A)	480
Administrator Beginning PK-12 (B)	481
Administrator Professional PK-12	482
Administrator Professional PK-12	483
Agriscience 7-12	449
Bible 7-12	026
Biology 7-12	415
Business Education 7-12	474
Business Technology 7-12	475
Care/Guidance of Children 9-12	451
Chemistry 7-12	416
Clothing Management Production 9-12	452
Coop Coordinator	104
Dance K-12	445
Driver Education 7-12	082
Early Childhood Education PK-4	497
Early Childhood Education PK-3	497
Early Development/Learning PK-K	468
Earth Science 7-12	418
Economics 7-12	424
Elementary Education K-6	499
Elementary Education K-8	402
English 7-12	407
English as Second Language PK-12	490
Food Management Production 9-12	453
Family & Consumer Sciences 5-12	450
Foreign Language (Other) PK-12	496
French 7-12	411
French PK-12	491
Geography 7-12	422
German 7-12	412
German PK-12	492
Gifted Education PK-12	466
Government 7-12	423
Health K-12	419
History 7-12	421
Latin 7-12	410
Latin PK-12	493

Library Information Specialist PK-12	473
Marketing 7-12	472
Mathematics 7-12	413
Middle Grades 4-8	440
Middle Grades 5-8	400
Music (Instrumental) K-12	429
Music (Vocal/General) K-12	428
Physical Education K-12	420
Physics 7-12	417
Physics 9-12	414
Psychology 9-12	426
Reading Specialist PK-12	486
Russian PK-12	494
Russian 7-12	406
School Counselor PK-12	487
School Psychologist PK-12	489
School Social Worker PK-12	488
Sociology 9-12	425
Spanish 7-12	409
Spanish PK-12	495
Spanish 7-12	409
Special Education (Comprehensive)K-12	461
Special Education (Early Childhood Ed)PK-12	465
Special Education (Hearing) PK-12	463
Special Education (Modified) K-12	460
Special Education (Speech/Lang) PK-12	498
Special Education (Vision) PK-12	462
Special Teacher of Reading K-8	075
Special Teacher of Reading 7-12	076
Speech Communications 7-12	408
Superintendent	090
Supervisor of Attendance	094
Supervisor of Materials	106
Technology Education 5-12	470
Theatre K-12	405
Visual Arts K-12	427
Vocational Agriculture 7-12	448